

**CONFIDENTIAL**

OPERATIONS DIRECTORATE SUPPORT OFFICERS' NOTES

17 October 1973

The Support Officers meeting was canceled today. In lieu thereof we are sending the attached notes which would have been taken up.

1. \* Reminder \* The 24 October Support Chiefs meeting will be held in Room 1 E 74 Hqs at 3 p. m. Video cassettes on MBO will be shown.

2. Monday, 22 October. The holiday this Monday will be treated as a Sunday as far as coverage is concerned.

3. Cost-of-Living Increase for Retirees. You have read the newspaper articles concerning the legislation which will provide retirees in December with the cost-of-living increase given to retirees in June, in addition to whatever new cost-of-living increase might be effective in January. We are following this with the Office of Personnel and as soon as feasible we will prepare a book cable to advise the field stations of the probable impact of this new bill. At the present time, however, there are several unanswered questions and it would be premature to send anything to the field. In the first place, the new bill applies only to Civil Service retirees and not to CIARDS. The Office of Personnel and Office of Legislative Counsel are acting now to extend the coverage. Further, the Agency has not yet decided what its policy will be with respect to voluntary/involuntary retirements between now and the end of December. In view of the above, it is suggested that there not be any communications, official or otherwise, with field stations until we can resolve these problems.

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4. TDY Travel of Dependents. [REDACTED] is now in the process of being revised and will clarify the delegation of authority granted to Division and Staff Chiefs in the DDO's memo [REDACTED] dated 13 June 1973. Any TDY travel of a dependent between CONUS and any point outside CONUS requires the prior approval of the DDO. The quarterly report of all travel authorized by Division and Staff Chiefs will continue to be required.

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5. Visitor Parking - [REDACTED] We have recently had one or two incidents which raised questions about the 3 hour limitation on parking in the visitors parking lot. Please advise all of your outside contacts who use this lot that the three hour limitation is absolutely firm. If there is any likelihood that an individual will be here for more than three hours, he should go to the West Parking Lot in the first place. If he is parked in the lot and, for reasons beyond his control, it is necessary that he be in the building more than three hours, you should call the Security Duty Officer, [REDACTED] to arrange for an extension. This extension will only be granted in cases of emergency.

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DD/M&S 73-4042

12 OCT 1973

MEMORANDUM FOR: Chief, Administrative Staff, DDI  
Executive Officer, DDS&T  
Special Support Assistant, DDM&S  
Administrative Officer, DCI

SUBJECT : Headquarters Building Visitor Parking

REFERENCE :

STATINTL

1. The DDM&S has asked me to remind all components that parking in the Visitors' Lot near the main entrance to the Headquarters Building is limited to three hours. Only non-Agency and non-badged employees, such as returnees from overseas, may use it.

2. When a visitor with a vehicle expects to be at Headquarters in excess of three hours, he or she should park in West Lot general parking. Only in unusual situations or emergencies will the Security Duty Officer (extension [REDACTED]) grant exceptions to this limitation.

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3. We would appreciate your assistance in alerting Operating Officials and Heads of Independent Offices to the provisions of [REDACTED]

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[REDACTED]  
Executive Officer to the  
Deputy Director  
for Management and Services